

# Workplace Alaska

## Class Specification Chief Curator

**Created:**  
02/13/1997 by Heather Kinzie  
**Finalized on:**

**AKPAY Code:** P3526  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PE0519  
**Class Range:** 22  
**Class Status:** Active

**Category:** Professional  
**Original Date:** 08/16/1991

**Class Title:** Chief Curator  
**Use MJR Form:** Standard

### Original Comments:

ORIGINAL - replaces 3525 Museum Administrator  
TAH/DS

### Subsequent Revision Dates/Comments:

12/01/2005 - Revised; range change from 21. Museum  
Study (K. Murry)  
09/25/2008 - Workplace AK spec revision: Added Census  
Job Code and AKPAY Code fields; Replaced Category field  
with Class Outline Category; Updated EEO4, SOC, and Class  
Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 25-4012 **Census:** 02

### Last Update Comments:

### Definition:

The Chief Curator, under general administrative direction, is responsible for managing and coordinating program planning, development, and activities for the state museums and supervising professionals and subordinate supervisors performing work in collections management, conservation, exhibition, education, consultation, and visitor services.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

### Distinguishing Characteristics:

Chief Curator is a single position job class responsible for administering the state museums program. The incumbent, in addition to providing expertise in museum operations and establishing policies and procedures, manages the administrative functions of the Alaska State Museum and branch museums, including budget preparation and monitoring, short- and long-term business planning, procurement, facility management, and coordination of activities with other divisions and with other organizations.

The Chief Curator manages and coordinates the day-to-day operations of the state museums and supervises staff overseeing the design and development of exhibits and exhibitions, publications, educational research and demonstration, visitor services, and outreach programs for communities, schools, historical societies, cultural facilities, and non-state museums. The incumbent also manages or performs the museum's consultation and public relations activities.

The Chief Curator is distinguished from Museum Curator II by the Chief Curator's primary duty being the overall management and administration of the state museums program. The Museum Curator II is distinguished by the primary duty of overseeing one or more functional areas of the Alaska State Museum or overall curatorial responsibility for a branch museum.

The Chief Curator is distinguished from Museum Conservators by the Chief Curator's primary duty being the overall management and administration of the state museums program. Museum Conservators are distinguished by the primary duty being focused on the physical condition and preservation of items in the museum collections.

### Examples of Duties:

#### Administration

Review, revise, and implement museum policies. Evaluate performance and initiate changes to improve the museum programs.

Conduct long-term planning for the museum operations; determine budgetary needs, staffing requirements, and the scope and variety of activities to be performed.

Prepare annual capital and operating budget proposals for submission to the Division Director; work with the Director to integrate the museums' needs with other sections; monitor, control, and report expenditures.

Evaluate museum fee structures and recommend changes to the Division Director; coordinate the review and approval of changes through the public notice process, the department review process, and the Board of Education approval process.

Supervise professional staff and subordinate supervisors of support staff. Make hires as needed, write performance evaluations, and implement progressive disciplinary measures when appropriate.

Represent the state museums in meetings and conferences at the state and national levels.

Serve as member of division management team; coordinate museum program with other division programs; evaluate and recommend changes to division policies.

Review and authorize procurement of goods within direct purchasing authority. Direct the procurement of goods and services with costs in excess of direct purchasing authority.

#### Collections Management

Review recommendations of the Staff Acquisition Committee for additions to the collections, and authorize or deny the purchase or acceptance based on costs of storage and upkeep or the appropriateness for the collections.

#### Conservation

Review treatment reports and authorize treatment based on costs and budget considerations

#### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, practices, and current developments of museology.

Thorough knowledge of the legal and ethical aspects of museum operations and of current legislation affecting museums.

Thorough knowledge of educational issues and the appropriate roles for the state museum in providing services to diverse constituents.

Some knowledge of the principles and techniques of effective management including budget administration, reporting, organization, planning, and personnel management.

Ability to conduct long-term and strategic planning and work with diverse groups to realize the objectives and goals of the museum.

Ability to manage creative and scholarly professionals and projects.

Ability to establish working relationships with other institutions, organizations, and individuals at community, state, national, and international levels.

Ability to communicate effectively and interact diplomatically with a wide variety of individuals or officials representing many segments of society.

Ability to deal effectively with sensitive or controversial issues when dealing with state and federal agencies, the media, private organizations, and the public.

Skill in effective communication, both oral and written.

Skill in researching and analyzing issues, including developing and presenting solutions, options, policies, or regulations.

#### **Minimum Qualifications:**

Master's degree or certificate in Museology, Public History, History, Archaeology, Anthropology, Visual Arts, Art History, Conservation, or a closely related field; and two years of professional curatorial experience in a historical museum.

OR

Bachelor's degree in Museology, Public History, History, Archaeology, Anthropology, Visual Arts, Art History, Conservation, or a closely related field; and four years of professional curatorial experience in a historical museum.

#### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

#### **Special Note:**

Visual Arts includes both the Fine Arts such as painting, sculpture, and architecture and the Applied Arts such as textile or decorative arts, graphic art, design, photography, computer art, and similar areas but does not include the performing arts such as music or dance.

#### **Minimum Qualification Questions:**

Do you have a master's degree or certificate in Museology, Public History, History, Archaeology, Anthropology, Visual Arts, Art History, Conservation, or a closely related field?

AND

Do you have two years of professional curatorial experience in a historical museum?

#### **Or Substitution:**

Do you have a bachelor's degree in Museology, Public History, History, Archaeology, Anthropology, Visual Arts, Art History, Conservation, or a closely related field?

AND

Do you have four years of professional curatorial experience in a historical museum?